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**Security**



**CONTROL OF ANIMALS AND PETS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes procedures for registration, identification, immunization, disposition, and control of animals on MacDill Air Force Base (AFB), and applies to all assigned, attached, and tenant units.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. Applicability.** This instruction applies to all persons owning or caring for animals on MacDill AFB. It also applies to any person on the installation who finds, picks up, harbors, or has knowledge of any animal roaming unattended.

**2. Definitions.**

2.1. Domestic animals: Any animal that is maintained by an individual assigned, attached, or within the confines of MacDill AFB. Pets: Canine and feline species and small caged animals. Prohibited animals: Farm, ranch, and wild animals as well as reptiles, ferrets, and wild rodents.

2.2. Rabies symptoms: Animals will exhibit anorexia, behavioral changes, unusual agitation, reflex, and excitability. As the disease progresses, the animal becomes aggressive, biting objects, people, other animals, and itself. Salivation is profuse (foaming at the mouth) and its bark changes to a prolonged hoarse howl. In the terminal stage, the animal will lose muscular coordination and will have frequent convulsions.

2.3. Rabies suspect: Any animal that bites, scratches, or is suspected of biting or scratching a human, any animal that has been bitten or scratched by a known or suspected rabid animal, and/or any animal that exhibits symptoms of rabies.

2.4. Stray animals: Includes any domestic animal not vaccinated or registered in accordance with this instruction and laws of the state, or not properly under the control of the owner as established by regulation or law.

2.5. Wild animals: Wildlife animals such as squirrels, opossums, foxes, skunks, raccoons, snakes, etc.

2.6. Veterinary Treatment Facility (VTF).

2.7. Pet shelters: Any structure used by an animal for protection from the elements or as a living habitat. This includes purchased or handmade structures.

### 3. Responsibility.

3.1. Owners/sponsors will:

3.1.1. Register all pets that reside on base. Registration at the VTF must occur within 10 working days of acquisition of a caged pet or when an uncaged pet reaches 90 days of age. Registration requirements also include guests' uncaged pets in the Family Camp. No unregistered pets, except small caged animals, seeing-eye dogs, and domestic animals in special events will be allowed on base. Any animal that will reside on the installation for more than 60 days will be micro-chipped through the base VTF.

3.1.2. Control their domestic animals, indoors and outdoors, to prevent the animal from becoming a nuisance to their neighbors and/or housing areas. When outdoors, the animal must be on a leash and under the direct supervision of a person capable of controlling the animal. Outdoor pet shelters are not authorized in the MacDill housing area. Pets will not be tied outside and left unattended.

3.1.3. Be responsible for any personal injury or property damage caused by their domestic animal(s).

3.1.4. Ensure all pets have a collar with tag attached that depicts the current name and address of the owner, current MacDill AFB registration tags, and other such tags as may be required by the base or State of Florida for transient personnel.

3.1.5. Be responsible for any expense resulting from the quarantine of any domestic animal impounded under the observation of the Hillsborough County Animal Control Center (HCACC) for causing personal injuries or displaying symptoms of rabies.

3.1.6. Ensure all domestic animals over 3 months of age are immunized against rabies and maintain a current immunization as prescribed by local law and AFJI 48-131, *Veterinary Health Services*. If rabies immunization is acquired off-base by a licensed veterinarian, a record of the immunization must be filed at VTF. A domestic animal responsible for causing personal injury on MacDill AFB will be examined by the base veterinarian upon demand of competent authority.

3.1.7. Ensure domestic animals are not maintained on base for commercial breeding or training purposes. No one will keep more than two four-legged pets. If more than two pets are acquired by birth, the excess number will be removed from the quarters within a reasonable time, not to exceed nine weeks after birth.

3.1.8. Remove from the base any animal as directed by the installation commander.

- 3.1.9. Pets are prohibited in the dormitories except as follows: no more than two small caged birds; tropical fish in aquariums not exceeding 20 gallons per room occupant.
- 3.1.10. Ensure pets are removed from MacDill AFB at the time on-base residence is terminated or the pet is no longer wanted.
- 3.1.11. Remove and dispose of owned animals that die while on base where safety and security concerns are not an issue.
- 3.1.12. Immediately remove and dispose of all animal waste.
- 3.1.13. Ensure domestic animals are not brought into dormitories or any other public facility. Furthermore, domestic animals are not allowed on the beach. The only animals exempt from these restrictions are seeing-eye dogs and military working dogs.
- 3.2. The Emergency Room, 6th Medical Group, MacDill AFB, will:
  - 3.2.1. Promptly report all instances of persons having been injured by animals on base to the 6th Security Forces Squadron (6 SFS) Control Center.
  - 3.2.2. Notify the Army Veterinary Branch and Security Forces of all on-base animal bites or scratches during or after normal duty hours.
  - 3.2.3. Complete Parts I, II and III (as applicable for Rabies Advisory Board) of DD Form 2341, **Report of Animal Bite-Potential Rabies Exposure**, and forward the original copy to Public Health, 6th Aerospace Medicine Squadron (6 AMDS/SGPM), for coordination and follow-up.
- 3.3. The VTF will:
  - 3.3.1. Impose and enforce quarantine of domestic or wild animals suspected of biting or scratching anyone on base.
  - 3.3.2. Acquire and transport necessary laboratory samples of any animal that exhibits symptoms indicative of rabies.
  - 3.3.3. Register all domestic animals on base in accordance with AFJI 148-131.
- 3.4. Complete Part III of the DD Form 2341 and all other related medical reports in any instance of persons having been bitten or scratched by domestic or wild animals on base.
- 3.5. The 6 SFS will:
  - 3.5.1. With the assistance of the 6th Civil Engineer Squadron (6 CES) pick up and temporarily:
    - 3.5.1.1. Hold all domestic unleashed animals found outdoors.
    - 3.5.1.2. Place stray domestic pets not wearing tags in the MacDill AFB Animal Detention Facility until HCACC personnel can respond to and take control of the animal. Animal Control will be contacted immediately during duty hours and requested to take the animal. Also, the HCACC may be requested to assist in the capture of any stray or wild animal (except pests; see para [3.5](#).) that cannot be effectively/safely captured by 6 SFS.
    - 3.5.1.3. Feed animals in the MacDill Animal Detention Facility as necessary.
    - 3.5.1.4. Maintain temporary holding facilities in a sanitary, non-hazardous manner in accordance with Title 9, Code of Federal Regulations, Chapter 1, Subchapter A, *Animal Welfare Act*.

3.5.2. Immediately notify a veterinarian or the HCACC in cases where emergency medical treatment is needed for an impounded, injured animal when its owner cannot be located. In cases where the owner of the animal is readily identifiable, the owner will be contacted, informed of the situation, and instructed to pick up the animal immediately.

3.5.3. Prepare an AF Form 3545, **Incident Report**, upon investigation of a valid complaint concerning damages or injury caused by pets or other animals or failure to properly control pets. The owner of the animal will be the subject of the report. A written statement will be obtained from the complainant to accompany the report. A copy will be forwarded to the Housing Office and 6 AMDS/SGPM.

3.5.4. Prepare an AF Form 3545 for failure to follow registration procedures if investigation reveals a pet is not properly registered with the base or the owner cannot provide proof of current rabies vaccinations. A copy of this report will be forwarded to the Housing Office.

3.6. The Base Civil Engineer will pick up and dispose of animals found dead on MacDill AFB where the owner cannot be contacted. The only live animals removed are those classified as pests such as rats, snakes, and other rodents or reptiles that take up residence in, around, or under base facilities or equipment.

3.7. The Housing Office will receive all complaints and maintain all letters/memos relating to defecating in yards, streets, or any other area not specified for this purpose. A warning letter from the Housing Office will be prepared and given to the pet owner for each complaint received. A total of two valid complaints will result in a letter being sent to the 6th Mission Support Group Commander (6 MSG/CC) for review. Possible actions include permanent removal of the pet from MacDill AFB and/or termination of on-base housing for the pet owner, based on the discretion of the 6 MSG/CC. In all these cases, the appropriate squadron commander or first sergeant will be briefed on pending action.

3.8. Active duty members and their dependents, visitors, and employees will refrain from feeding or harboring any stray animals.

#### 4. Reporting of Incidents Involving Personal Injuries by Animals.

4.1. Base residents and employees will report injuries caused by animals on base to the Security Forces Control Center as soon as possible, reporting all facts to include the description of the animal, circumstance under which the incident occurred, and the name of the pet owner, if known. The individual injured will immediately report to the hospital emergency room for examination and treatment deemed necessary.

4.2. 6 SFS will attempt to locate the animal and ensure the animal's vaccinations are current.

4.3. If the owner is known, make contact and verify the animal has been vaccinated by checking the animal's shot records or using the listing provided by the VTF. If this cannot be verified, accomplish an AF Form 3545 for failure to control pets.

4.4. If the owner is not known, take the animal into custody and call Hillsborough County Animal Services at (813) 744-5660 to have the animal picked up and quarantined. Follow the guidance in para 6. **NOTE:** Ensure the individual picking up the stray animal is not bitten or scratched. If necessary, contact HCACC for assistance.

4.5. The VTF will be notified by the Emergency Room via DD Form 2341 of all on-base animal bites. Hillsborough County Health Dept will handle off-base animal bites.

## **5. Complaints.**

5.1. Complaints concerning damage, injury, or failure to control pets will be reported to the Security Forces Control Center. Upon receipt of a sworn written statement from the complainant, the Security Forces Control Center will prepare a report on the incident.

5.2. A copy of the report will be forwarded by Reports and Analysis (6 SFS/SFAR) to the base veterinarian, 6 AMDS/SGPM, and the Housing Office for information. Upon receipt of two valid complaints against an animal or owner, the 6 MSG/CC will review and decide whether to require removal of the animal. Failure to remove the animal may result in the termination of government quarters.

5.3. Complaints concerning harboring and feeding stray or wild animals will be forwarded to the supervisor of active duty and civilian employees and the sponsors of dependents and visitors.

## **6. Rabies Control.**

6.1. When an animal on base exhibits symptoms indicative of rabies or bites or scratches a person, the Security Forces Control Center Operator, with the help of 6 CES personnel or animal control, will ensure the animal is immediately captured and placed in a locked holding cage. HCACC will be notified for pick-up and quarantine. While in the holding cage, a sign will be placed on the cage identifying the animal as a rabies suspect. The animal will not be permitted to come into contact with other animals or humans while in quarantine. A report will be prepared to include disposition of the animal. The 6 SFS blotter entry must include the date and time the animal is picked up by the HCACC listing the representative by name.

6.2. Domestic animals will not be destroyed except upon approval of the base veterinarian. A wild animal will not be destroyed unless it becomes necessary to prevent exposure. The brain will not be damaged in the process of destroying the animal. All wild animals that are involved in a bite/scratch incident are euthanized immediately and the brain is sent to the laboratory for examination. The base veterinarian will euthanize domestic animals involved in bite/scratch cases that show symptoms suggestive of rabies and will send the brain to the laboratory. If the animal is rabid, it is essential that the diagnosis be made as soon after the bite as possible. The veterinarian will be responsible for disposition of the animal by either the Base Civil Engineer or appropriate agency.

6.3. Any animal bitten by another animal known to have rabies or reasonably suspected to be rabid will be destroyed immediately or quarantined under the observation of the base veterinarian as required by AFJI 48-131 and local health agencies, whichever is the longer period. Any stray animal suspected of having rabies will be turned over to the HCACC and the disposition will be determined as they deem necessary.

WILLIAM W. HODGES, Maj Gen (Sel), USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 9, Code of Federal Regulations, Chapter 1, Subchapter A, *Animal Welfare Act*.

AFJI 48-131, *Veterinary Health Services*